This Way to Sustainability Conference Volunteer
Position Description

POSITION: Building & Signage
(8-10 onsite volunteers needed + 2 volunteers as Guru)

Timeframe: Works starting late January through conference dates.

GURU: Works to build a team of Building Volunteers, coordinates meetings with BMU Building Staff, maintains volunteer signup sheets, coordinates with building volunteers to assure scheduling and staffing needs are met, coordinates and leads volunteer training. Coordinates with Conference Coordinators and other conference Gurus in planning of conference activities and attends student steering committee meetings.

DESCRIPTION:
Responsible for overseeing conference activities within the Bell Memorial Union (BMU) during the conference, assure compliance with building operations and Fire Marshal regulations, coordinating with BMU building staff before and during the event, creating and posting signage for the conference in compliance with BMU regulations.

You will also need to create signage with conference information, ensure the safety of conference attendees, and coordinate parking information. You will strongly be working with the Moderator and Technical Support Gurus to ensure that the operational aspects of the conference are running smoothly in the BMU.

TASKS:
• Building Responsibilities
  o Gurus: Attend meetings with BMU staff to review conference needs, room schedules, and overall use plan;
  o Identify and assure compliance of BMU rules and regulations
  o Ongoing communication with BMU staff during conference
  o Session Checks:
    ▪ Room checks for adherence to Fire Marshal compliance
    ▪ Room checks for urgent needs, overflow, verify conference staff attendance
  o Assist participants during conference with directions, questions, as they travel through conference areas
• Signage (takes some work prior to conference)
  o Identify signage needs inside, outside, campus wide for signage
  o Create directional and informational signage for parking access, areas of interest, special events and activities participants may need to find during the conference.
  o Post signage at various locations before and during the conference; removal of signage immediately following the conference and related activities
    ▪ Parking signage is very important and building staff also are posted at 2nd Street corners to direct participants to parking locations
• Work with tech guru to make sure all technological needs are met
  o Make sure all the laptops are in their assigned rooms.
  o Work with BMU staff to make sure all set up goes smoothly as well as all technical needs are taken care of
• Coordinate parking information and endeavors
  o How to get from the parking lot to the BMU auditorium
• Assist Special Events team with decorations during set up and take down of events